

Introduction

The purpose of this application is to describe the process being documented and provide information necessary to determine the emissions of air pollutants. The determination of these emissions is necessary to ensure compliance with air pollution regulations. The resulting permit, registration letter, or exemption letter tells the owner/operator of the equipment or process being documented exactly what he/she needs to do to comply with the Clean Air Act and the ancillary state and federal regulations.

In order to reduce paper volume, the Office of Air Management requests that **only** those forms pertinent to the construction permit application be submitted. Fill out the application "Checklist" indicating whether or not each application Form is **applicable** or **not applicable**. These forms have been pared down to the minimum amount of information necessary to ensure compliance. If the applicant fails to provide the information needed, one of two things will happen. Default values may be assigned for information needed. For instance, on Form D, the default value for sulfur content of No.6 residual fuel oil is 2 %. Such default values represent worst case estimates of the values in question. The applicant that fails to provide specific information where required accepts the default value and may find that he/she has to comply with very restrictive conditions. The other course of action where no default value is provided is that the person reviewing the application will request additional information. Usually, in the interest of timely review of applications, the reviewer will attempt to obtain the information needed by telephone. If the applicant is not able to provide satisfactory information by the close of business on the day the telephone call is made, the reviewer will write a letter requesting the information.

When a request for additional information letter is received, the applicant has 30 calendar days to reply. If the applicant fails to satisfactorily reply within thirty (30) calendar days, a second letter will be sent that states that further failure to provide the requested information **will** result in the denial of the application. Thirty (30) days after mailing the second letter, the application will be automatically denied and the filing fee is forfeited. In addition, the inspector for this area will be notified and the denied application form will be disposed of by recycling. If the applicant needs additional time to provide the requested information, he/she should contact the reviewer by telephone. The reviewer can grant an additional fifteen (15) days on the basis of that telephone call. A follow-up letter or fax is necessary to confirm the extension. Longer extensions may be granted. contact the reviewer to ascertain the procedure. Keep in mind that when additional information is requested, review of the application ceases until satisfactory information is provided. The permit accountability rule specifically excludes time spent awaiting information and extensions granted. Obviously, it is very much in the applicants best interest to provide complete information.

No standard set of forms can cover all industrial and commercial processes. For instance, there is no form for either rubber molding or manufacture of pharmaceuticals. In these cases, it is incumbent upon the applicant to provide any and all information necessary for the reviewer to determine the emissions. In such cases, the applicant should attach as many additional sheets of descriptions, sketches, calculations, and other data describing the process and its emissions as needed.

If your plant is previously documented, and your application covers a modification to that plant, please make clear exactly what equipment the application covers. **Do not** include data on the previously documented parts, as inclusion of such data will confuse the reviewer into applying more stringent conditions to the permit than should actually be applied.

The Office of Air Management (OAM) can answer a few questions, but cannot consult or coach applicants through the process of preparing applications as the main thrust of the Permits Branch of OAM is the review of applications. Good resources to use when preparing these applications include:

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| EPA Publications AP-40 and AP-42 (Revision F or later) | Perry's Handbook for Chemical Engineers |
| Applicable EPA Control Technology Guidance (COG) Documents | Merck Index |
| Title 40 of Code of Federal Regulations; Parts 52, 60, and 61 | Mark's Standard Handbook for Mechanical Engineers |

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| CRC Handbook of Chemistry and Physics (70th Edition or later) (326 IAC) | Title 326 of The Indiana Administrative Code |
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All of these resources are available at most public libraries.